

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Graduation/Dropout Review and Comment (GAD) Application

Application User's Guide

May 2006

Questions?
Contact: 517-335-0505
e-mail: Help-Desk@michigan.gov



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Application Startup and Security

To become an authorized user of the GAD Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS home page (<http://www.michigan.gov/meis>), and click on the MEIS logo. On the following screen, click on "Create an MEIS Account."

After you have established your MEIS account, download a security agreement form for the application. From the GAD home page, click on "GAD Security Agreement Form." Complete the form and fax it to the Department of Information Technology (DIT) Client Service Center, using the fax number found at the bottom of the form. After the form has been processed at the DIT Client Service Center, you will receive an e-mail notification that you have been given access to the application.

The screenshot shows a web browser window titled "2004 - 2005 Graduation/Dropout Review and Comment Application - Login - Microsoft Internet Explorer". The address bar is empty. The page header includes the "Center for Educational Performance & Information" logo and "Michigan.gov". Navigation links include "Michigan.gov Home", "CEPI Home", "GAD Home", "[User Guide]", and "Contact Help Desk". The main heading is "2004 - 2005 Graduation/Dropout Review and Comment Application". A "Print" icon is in the top right. The left column contains the title "Login to the Graduation/Dropout Review and Comment Application (GAD)", a welcome message, instructions on MEIS account requirements, and a list of links: "GAD User Guide PDF", "GAD Security Agreement Form PDF" (highlighted with a red box), and "Obtaining a MEIS Account". The right column features a "MEIS Login" form with "User Name:" and "Password:" fields, a "Login" button, and a "Forgot your password?" link. The footer contains various policy links and a copyright notice for 2006 State of Michigan.

If you experience problems with your MEIS account or password while you are using the application, please contact the DIT Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

GAD Login

Once you have an MEIS account, proceed to the GAD Application at the following address:

<https://cepi.state.mi.us/graddrop/>.

The next step is to enter your MEIS login "User Name" and "Password":

To enter your password into the login screen:

1. Click in the MEIS Login box.
2. Type your Login User Name.
3. Press the tab key to go to the Password box or put your cursor in the Password box.
4. Type your Password.
5. Click on the Login button.

If you need more information, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at Help-Desk@michigan.gov.

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2004 - 2005 Graduation/Dropout Review and Comment Application

Print

Login to the Graduation/Dropout Review and Comment Application (GAD)

Welcome to the Graduation/Dropout Review and Comment Application (GAD) developed by the Center for Educational Performance and Information (CEPI).

In order to access the GAD, you must hold a valid Michigan Education Information System (MEIS) account and have submitted a security agreement form signed by your district superintendent.

For more information, please choose from the following options:

- [GAD User Guide](#) PDF
- [GAD Security Agreement Form](#) PDF
- [Obtaining a MEIS Account](#)

If you experience any problems accessing the application, please contact the DIT Client Service Center at 517.335.0505 or at Help-Desk@michigan.gov. Please include your full name and telephone number (with area code) when you contact the Help Desk.

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MEIS Login

User Name:

Password:

[Forgot your password?](#)

System Logs Out User

The login is needed to establish user identity and allow access rights to the database information. Please remember that the session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 30 minutes. If your connection has been inactive for a period of 30 minutes, your access authorization ends, and you must log in again.

Select School/Facility

After logging in, a screen similar to the following screen will appear that will allow you to access the schools/facilities and district(s) you are authorized to view or access.

Choose the school/facility for which you wish to view or access data. The listing contains the district(s) and school/facilities that you are authorized to view or access (see #1).

Once all the schools/facilities within the district have been submitted (status column – see #2), you will need to submit the rates for the district (the link to the district will remain inactive until then – see #3). This is only applicable if you have access rights to modify data. Also, once a school/facility or district has been submitted, the additional columns (graduation rate, dropout rate, submitted by, submitted date) will be displayed (see #4).

Note: Once a school/facility or district has been submitted, you may view the data. However, should you change the data, it must be resubmitted. If you have submitted a district and subsequently modify the data for a school/facility within that district, you will need to resubmit both the school/facility and the district data. Please pay close attention to the status column for information on the condition of the data.

Also if a school/facility or district has the words "checked out" listed next to it, another authorized user is currently editing that entity and it can not be accessed until that person is done.

2004 - 2005 Graduation/Dropout Review and Comment Application - Select School - Microsoft Internet Explorer

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Select School/Facility

Choose the school/facility for which you wish to view or access data. The listing contains the district(s) and schools/facilities that you are authorized to view or access.

Once all the schools/facilities within the district have been submitted (see the status column), you will need to submit the rates for the district (the link to the district will remain inactive until then). This is only applicable if you have access rights to modify data.

Also, once a school/facility or district has been submitted, the additional columns (graduation rate, dropout rate, submitted by, submitted date) will be displayed.

Note: Once a school/facility or district has been submitted, you may view the data. However, should you change the data, it must be resubmitted. If you have submitted a district and subsequently modify the data for a school/facility within that district, you will need to resubmit both the school/facility and the district data. Please pay close attention to the status column for information on the condition of the data.


	graduation rate	dropout rate	submitted by	submitted date	status ?
Ann Arbor Public Schools (81010)					
Community High School (05745)					not viewed
Huron High School (05671)					not viewed
Pioneer High School (04882)					not viewed
Stone High School (08680)					not viewed
Holt Public School (33070)					
Holt 9th Grade Campus (01710)					error-free
Holt Central High School (07621)					data quality warning
Holt Senior High School (01711)					data quality warning

Status Definitions

- **Not Viewed** – An authorized user has not accessed the report.
- **Contains Errors** – The system has identified errors in the report that must be corrected before the data can be submitted.
- **Error-Free** – The report does not contain any errors and is ready to be submitted.
- **Data Quality Issue** – The report does not contain any system-identified errors and can still be submitted; however, a data quality issue(s) exists that should be reviewed prior to submission.
- **Submitted** – The report has been submitted to CEPI. Note: you may change submitted data; however, it may yield new system-identified error(s) and data quality issue(s) that will need to be corrected or reviewed before the report can be resubmitted.

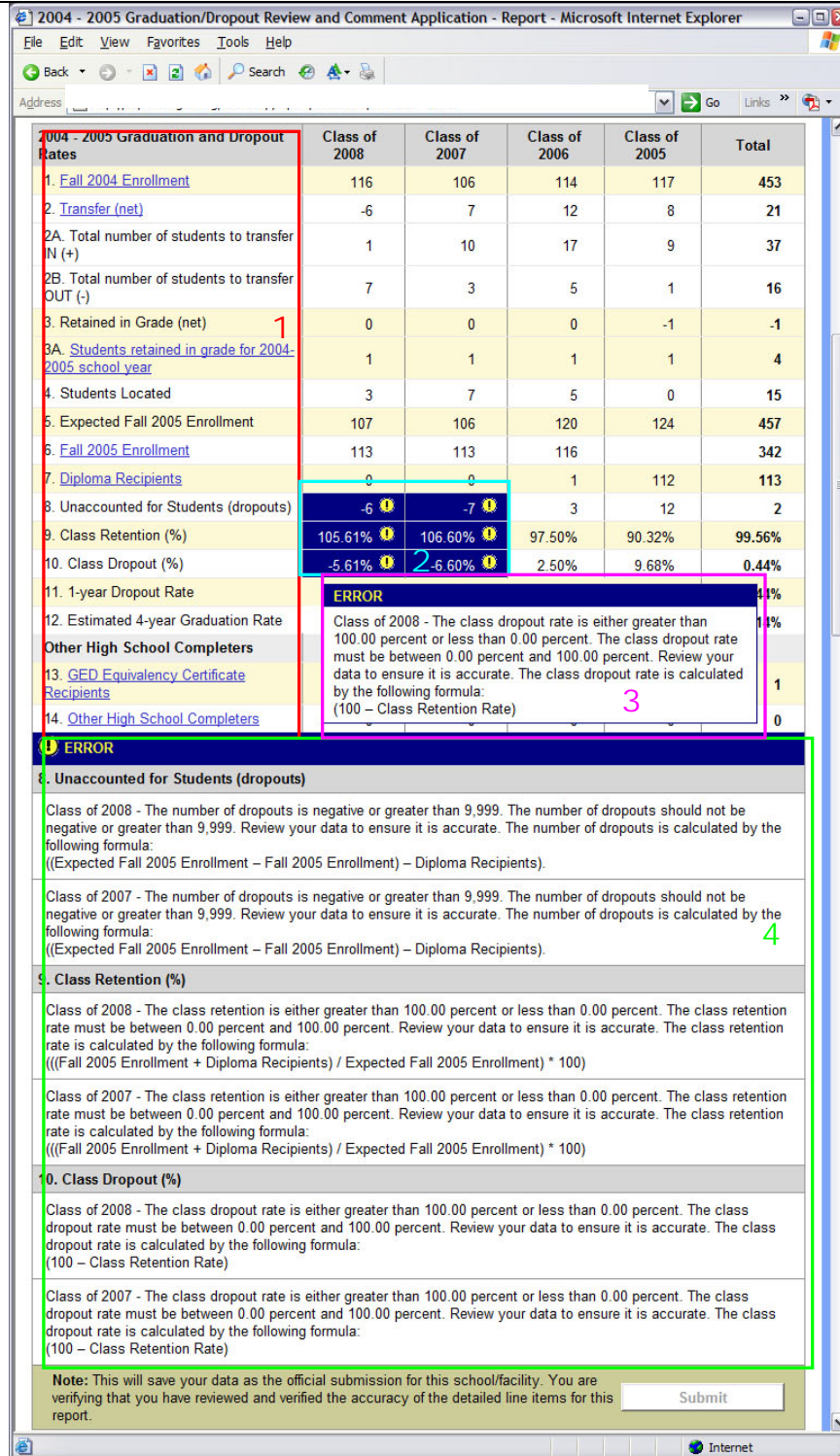
Editing School/Facility Data

Your school/facilities or district's graduation and dropout rates are displayed below. If you need to edit data, select a topic from the left-most column (see #1).

If the system identifies errors, the problem cells will be highlighted in blue (see #2). Move your mouse over the  icon to see additional information (see #3). A detailed log of errors (see #4) is listed further down the page (you will most likely have to scroll). Correct any system-identified errors by clicking on a topic in the left column (see #1), which will be explained in more detail beginning on the next page.

If the system displays no errors proceed to page 10 of this document.

FYI – Exit option prior to submission: If you choose to leave this page without submitting, so that you may return at a later time, click the "Select School/Facility" link at the top of the page to return to the school/facility menu, or click "Logout" in the gray bar above to exit the application. See the User's Guide for additional information if you need further instructions.



2004 - 2005 Graduation and Dropout Rates	Class of 2008	Class of 2007	Class of 2006	Class of 2005	Total
1. Fall 2004 Enrollment	116	106	114	117	453
2. Transfer (net)	-6	7	12	8	21
2A. Total number of students to transfer IN (+)	1	10	17	9	37
2B. Total number of students to transfer OUT (-)	7	3	5	1	16
3. Retained in Grade (net)	0	0	0	-1	-1
3A. Students retained in grade for 2004-2005 school year	1	1	1	1	4
4. Students Located	3	7	5	0	15
5. Expected Fall 2005 Enrollment	107	106	120	124	457
6. Fall 2005 Enrollment	113	113	116		342
7. Diploma Recipients	0	0	1	112	113
8. Unaccounted for Students (dropouts)	-6	-7	3	12	2
9. Class Retention (%)	105.61%	106.60%	97.50%	90.32%	99.56%
10. Class Dropout (%)	-5.61%	-6.60%	2.50%	9.68%	0.44%
11. 1-year Dropout Rate					
12. Estimated 4-year Graduation Rate					
Other High School Completers					
13. GED Equivalency Certificate Recipients					1
14. Other High School Completers					0

ERROR

Class of 2008 - The class dropout rate is either greater than 100.00 percent or less than 0.00 percent. The class dropout rate must be between 0.00 percent and 100.00 percent. Review your data to ensure it is accurate. The class dropout rate is calculated by the following formula:
(100 - Class Retention Rate)

ERROR

Class of 2008 - The number of dropouts is negative or greater than 9,999. The number of dropouts should not be negative or greater than 9,999. Review your data to ensure it is accurate. The number of dropouts is calculated by the following formula:
((Expected Fall 2005 Enrollment - Fall 2005 Enrollment) - Diploma Recipients).

Class of 2007 - The number of dropouts is negative or greater than 9,999. The number of dropouts should not be negative or greater than 9,999. Review your data to ensure it is accurate. The number of dropouts is calculated by the following formula:
((Expected Fall 2005 Enrollment - Fall 2005 Enrollment) - Diploma Recipients).

Class Retention (%)

Class of 2008 - The class retention is either greater than 100.00 percent or less than 0.00 percent. The class retention rate must be between 0.00 percent and 100.00 percent. Review your data to ensure it is accurate. The class retention rate is calculated by the following formula:
(((Fall 2005 Enrollment + Diploma Recipients) / Expected Fall 2005 Enrollment) * 100)

Class of 2007 - The class retention is either greater than 100.00 percent or less than 0.00 percent. The class retention rate must be between 0.00 percent and 100.00 percent. Review your data to ensure it is accurate. The class retention rate is calculated by the following formula:
(((Fall 2005 Enrollment + Diploma Recipients) / Expected Fall 2005 Enrollment) * 100)

Class Dropout (%)

Class of 2008 - The class dropout rate is either greater than 100.00 percent or less than 0.00 percent. The class dropout rate must be between 0.00 percent and 100.00 percent. Review your data to ensure it is accurate. The class dropout rate is calculated by the following formula:
(100 - Class Retention Rate)

Class of 2007 - The class dropout rate is either greater than 100.00 percent or less than 0.00 percent. The class dropout rate must be between 0.00 percent and 100.00 percent. Review your data to ensure it is accurate. The class dropout rate is calculated by the following formula:
(100 - Class Retention Rate)

Note: This will save your data as the official submission for this school/facility. You are verifying that you have reviewed and verified the accuracy of the detailed line items for this report.

On this screen you may edit the detailed graduation/dropout data you selected from the previous screen. Sections of data are broken down by class (you will need to scroll to view them all). Edit each section as needed (see #1). If you make a mistake in a section, click the reset button (see #2) and you will be directed to a location where you will have the option to restore the data to their original pre-population state or last save.

2004 - 2005 Graduation/Dropout Review and Comment Application - 2004-2005 Graduation/Dropout Re - Mic...

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2004 - 2005 Graduation/Dropout Review and Comment Application

On this screen you may edit detailed graduation/dropout data. Sections of data are broken down by class. Edit each section as needed. At the bottom of the screen is a section to provide details to your edits (required to save). If you make a mistake in a section, click the reset button and you will be able to restore the data to its original pre-population state or last save.

Please see the User's Guide for additional information if you need further instructions.

*Student record had more than one category marked as the primary race/ethnicity

Fall 2004 Enrollment

Class of 2008	Male	Female	TOTAL
African American	6	7	13
American Indian	2	2	4
Asian	0	1	1
Hawaiian	0	0	0
Hispanic	0	4	4
White	50	40	90
Multiracial*	3	1	4
TOTAL	61	55	116

! Scroll to the bottom of the page to save data 2

Reset Class of 2008

Done Internet

If you choose to reset a section of data, the following screen will appear. You may either reset your data to the last save made by an authorized user (see #1) or to their original state provided by CEPI (see #2). If you decide not to reset the data you may cancel the reset function (see #3), and return to the previous screen.

RESET OPTIONS

Choose the data you wish to use for:
Class of 2008/Fall 2004 Enrollment

Previously Saved Information

	Male	Female	TOTAL
African American	35	40	75
American Indian	0	0	0
Asian	15	15	30
Hawaiian	0	0	0
Hispanic	0	0	0
White	0	0	0
Multiracial*	0	0	0
TOTAL	50	55	105

Note: This report was saved on 04/28/2006 by Anthony Admin

1 [Reset to Previous](#)

Original Information provided by CEPI

	Male	Female	TOTAL
African American	62	81	143
American Indian	0	0	0
Asian	0	0	0
Hawaiian	0	0	0
Hispanic	1	4	5
White	6	3	9
Multiracial*	0	0	0
TOTAL	69	88	157

2 [Reset to Original](#)

3 [Cancel Reset](#)

Once you have corrected system identified errors, look at the bottom of the page for possible data quality issues. If data quality issues have been identified, please review the information and make any necessary updates (see #1).

When the system-identified errors have been corrected, the "Submit" button (see #2) at the bottom of the page will activate.

Note: you can submit data with a data quality issue.

In addition, district data can be viewed once school/facility data are error free. However the district data can not be submitted until the school/facility data have been submitted.

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12. Estimated 4-year Graduation Rate						14.11%
Other High School Completers						
13. GED Equivalency Certificate Recipients		0	0	0	0	0
14. Other High School Completers		0	0	0	0	0

Data-Quality Summary Information

2004 - 2005 Graduation Rate 14.11%

Your school/facility does not have enough historical (past) graduation data or the previous rates were too varied for CEPI to calculate a quality indicator. We have listed for you several pieces of information about schools/facilities that are similar in size and location.

Average graduation rate: 79.80 Lowest graduation rate: 0

Median graduation rate: 91.38 Highest graduation rate: 0

2004 - 2005 Dropout Rate 41.48%

Your school/facility does not have enough historical (past) graduation data or the previous rates were too varied for CEPI to calculate a quality indicator. We have listed for you several pieces of information about schools/facilities that are similar in size and location.

Average dropout rate: 1.21 Lowest dropout rate: 0

Median dropout rate: 1.21 Highest dropout rate: 0

Note: This will save your data as the official submission for this school/facility. You are verifying that you have reviewed and verified the accuracy of the detailed line items for this report.

Submit

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Internet

9th-Grade Schools/Facilities

The 9th-grade schools/facilities will not receive graduation and dropout rates; however, the data from the 9th-grade schools/facilities will be utilized to calculate the district-level graduation and dropout rates. The data from the 9th-grade schools/facilities must be submitted.

NOTE: Item 6. Fall 2005 Enrollment is the count of students that were enrolled in the 10th grade at a school/facility within your district. (For more information on the fall 2005 enrollment, see the "Details of Michigan's 2004-2005 Graduation and Dropout Methodology" on CEPI's Web site.)

2004 - 2005 Graduation/Dropout Review and Comment Application - Report - Microsoft Internet Explorer

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2004 - 2005 Graduation and Dropout Rates	Class of 2008	Class of 2007	Class of 2006	Class of 2005	Total
1. Fall 2004 Enrollment	503				503
2. Transfer (net)	-5				-5
2A. Total number of students to transfer IN (+)	16				16
2B. Total number of students to transfer OUT (-)	21				21
3. Retained in Grade (net)	0				0
3A. Students retained in grade for 2004-2005 school year	0				0
4. Students Located	0				0
5. Expected Fall 2005 Enrollment	498				498
6. Fall 2005 Enrollment	483				483
7. Diploma Recipients	0				0
8. Unaccounted for Students (dropouts)	15				15
9. Class Retention (%)	96.99%				96.99%
10. Class Dropout (%)	3.01%				3.01%
11. 1-year Dropout Rate					3.01%
12. Estimated 4-year Graduation Rate					96.99%
Other High School Completers					
13. GED Equivalency Certificate Recipients	0				0
14. Other High School Completers	0				0

Note: This will save your data as the official submission for this school/facility. You are verifying that you have reviewed and verified the accuracy of the detailed line items for this report.

[Michigan.gov Home](#) | [CEPI Home](#) | [GAD Home](#) | [User Guide](#) | [Contact Help Desk](#) | [Logout](#)

Internet

Need further help?

If you have problems with your MEIS account or password while you are using the GAD on the MEIS system, or other system issues, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.